Bar Hill Community Association (BHCA)
NOTICE OF MEETING

Location: The Fox, Gladeside. CB23 8DY
Title: Monthly Trustee Meeting

Time: Tuesday, 14th October 2025 at 7.30 pm

AGENDA

Reference Documents
REF01 Minutes of the meeting held on 9th September 2025.pdf REF02 Financial Update - October, 2025.pdf REF03 Expenses & Purchases (Reimbursement) Policies and Procedures.pdf REF04 Committee Terms of Reference Review Parks & Recreation.pdf REF05 Proposed Meeting Resolution.pdf

Open Forum		
OF1	The chair welcomes residents in attendance and invites them to raise any issues, make suggestions, and question Trustees (through the Chair). NOTE: This can include reading letters (emails, etc) to fulfil the same purpose for residents who cannot attend in person.	(oral)

Main Agenda Items		
01	Apologies were received from **Hilary Whipp** (HW, Treasurer) Present *<Name> (<Initials> [, <Position>] [, <Committee Chair's>]*: BHCA Trustees: **Andy Pellew** (AP, Chair of Trustees, Bar Hill News, Phone Box Library), **Anthony Mitchell** (AM, Vice Chair, Christmas Event, Accessibility Spaces and Gardens Committee), **Bunty Waters** (BW, Europe Challenge), **Jo Hall** (JH), **Jenni Foster-Smith** (JFS, Secretary, Parks & Recreation), **Dave Wright** (DW, Saxon Park), **Portia Northwood-Kilsby** (PNK) Volunteers/Members/Local Residents: **Karen Hayden** (KH), **Richard Hayden** (RH)	(oral)
02	Minutes of meeting on 9th September 2025 (Circulated in advance).	REF01

<table>
<tr><td></td><td>RESOLUTION: It was proposed by [Name], seconded by [Name], and unanimously agreed that the Minutes of the Meeting be approved as a true and accurate record of the proceedings.

Matters arising.</td><td></td></tr>
<tr><td>03</td><td>Declarations of interests</td><td>(oral)</td></tr>
<tr><td>04</td><td>Announcements from the Chair</td><td>(oral)</td></tr>
<tr><td>05</td><td>Financial Report (including Budget Review)

<table>
<tr><th>Budget</th><th>Adjustments</th><th>Metro Bank</th><th>Barclays</th><th>Total</th></tr>
<tr><td>Bar Hill News</td><td>-£1,417.50</td><td>-£6,094.80</td><td>£9,368.79</td><td>£1,856.49</td></tr>
<tr><td>Christmas Event</td><td>£1,000.00</td><td>-£756.31</td><td>-£458.04</td><td>-£214.35</td></tr>
<tr><td>Donations Made</td><td>£0.00</td><td>-£25.00</td><td>£0.00</td><td>-£25.00</td></tr>
<tr><td>Fete & Festival</td><td>£3,917.50</td><td>£3,452.54</td><td>-£1,778.86</td><td>£5,591.18</td></tr>
<tr><td>First Lego League</td><td>£0.00</td><td>-£15.85</td><td>£1,806.74</td><td>£1,790.89</td></tr>
<tr><td>Friends of Bar Hill Library</td><td>£100.00</td><td>£0.00</td><td>£0.00</td><td>£100.00</td></tr>
<tr><td>General</td><td>-£10,100.00</td><td>£23,875.83</td><td>-£14,061.36</td><td>-£285.53</td></tr>
<tr><td>Parks & Recreation</td><td>£6,500.00</td><td>-£12,010.49</td><td>£5,632.62</td><td>£122.13</td></tr>
<tr><td>Saxon Park</td><td>£0.00</td><td>£128.98</td><td>£0.00</td><td>£128.98</td></tr>
<tr><td>Unknown</td><td>£0.00</td><td>£0.00</td><td>£0.00</td><td>£0.00</td></tr>
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In the Treasurer’s absence, the Chair presented the financial report, including the Year-to-Date Summary and Budget Totals for review (circulated in advance and summarised above).

The amount we are showing in the reports in Metro is £8,554.90, the actual amount in the bank account as of 13-Oct-2025 is £8,569.90. The difference is exactly £15 in the charities favour (we have more in Metro than we are expecting). The £15 suggests a transaction (Village Fete stall?) has been missed. Work with Hilary will continue to chase this.

RESOLUTION: It was proposed by [Name], seconded by [Name], and unanimously resolved that the financial report, as presented, be accepted by the Trustees.</td><td>REF02</td></tr>
<tr><td>06</td><td>Issues raised by Committees for a <u>decision</u> from Trustees.
- None

A template for this is available in the “Document Templates” folder under the “Trustee Documents” shared drive STOP Report for Trustees</td><td>(oral)</td></tr>
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	The documents should be completed, and a link should be emailed to the Secretary/Chair before the Trustee meeting.	

10	Policy Review: Reimbursement of Expenses & Purchases Policies and Procedures The current policy is available in this Google Drive folder (with all other policies). The source document for this existing policy is available here (Google Docs). Potential templates for this policy are available on the Charity Excellence website (you will need to login), and via the Small Charity Support website. These should be checked for any legislative changes that we need to incorporate. PROPOSAL: Having reviewed the policy we accept the policy "as is", increment the version by 0.1 to note the review, and schedule the next review for one years time (on our existing policy review schedule).	REF03
11	Committee Terms of Reference Review: Parks & Recreation The current Terms of Reference are available in this Google Drive folder (with all other Terms), there are also all previous versions of the Terms of Reference as a PDF. PROPOSAL: Having reviewed the Terms of Reference we accept the new document "as is", increment the version by 0.1 to note the review, and schedule the next review for one year's time.	REF04

20	Update on First Lego League (from BD)	(oral)
21	Setup of a Co-operative Bank Account See resolution specified in REF05. PROPOSAL: We accept the resolution “as is” and AP + AM work to complete an application get the new account setup.	REF05

97	Other business (including agenda items for future meetings) - There are no scheduled items for November.	(oral)
98	Date of Next Meeting PROPOSED 11th November @ 19:30 in The Fox	(oral)
99	Thanks & Close	(oral)

Dated: 14-OCT-2025

Jenni Foster-Smith
Secretary

Dated: 14-OCT-2025

Andy Pellew
Chair of Trustees